

TA CONFERENCE CALL NOTES
OCTOBER 25, 2007

Below are the answers to some frequently asked questions about annual reporting.

- First 5 California does not require a hardcopy. Your electronic signature on the PDF is sufficient.
- Due date for Parts 1 and 2 (all sections) and Part 4 Appendices A, E, and F is November 1. This is a firm deadline; we must have the data by that date to compile and analyze it and prepare the Annual Report on time.
- You may send us the data before your public hearing.
- Part 2 Appendix B
 - The most important aspect of this form is that it must match your annual audit. If you are having problems matching the numbers, that means there is an error on your form. If you cannot find the error, please call us and we will walk you through the form.
 - Fill out this form with whole dollars only, no cents.
 - Line 17 is auto-generated by the form after you complete Table 2.
 - The instructions identify which lines are auto-generated.
- Part 2 Appendix C
 - Lines 5-11 are the money you pay to others to provide services. You would use line 11 if you (the county commission) are providing the services yourself.
 - The total of lines 13+14+15 (children served) must equal the number of children for whom you report language and ethnicity data on page 2.
 - Line 16 must match the total number of parents, guardians, or primary caregivers for whom you report language and ethnicity data on page 2.
 - If you only served providers for this service, leave page 2 blank.
- Part 4 Appendix A

Lines 4-10 are the money you pay to others to provide services.

 - The total of lines 12+13+14 (children served) must equal the number of children for whom you report language and ethnicity data on page 2.
 - The numbers of parents, guardians, or primary caregivers and providers served must match the number for whom you report ethnicity data on page 2.
 - First 5 California only requires you to report the information on the form.
- You may send us forms as you complete them; you do not need to wait until all forms are complete.
- If you have any questions, contact our Annual Report contractor. Contact information is on our Web site under Reference and Information.